

If calling please ask for: Licensing Team
01243 534740
E-mail
Licensing@chichester.gov.uk

Our ref: NW/LA25

Your ref:

Dear Mr Neilson

Licensing Act 2003 – Section 71 Enquiry – Club Premises Certificate Application

Thank you for the recent enquiry regarding submitting a Club Premises Certificate application.

Please find enclosed the appropriate forms and a copy of our guidance booklet entitled, '*Club Premises Certificate (New and Variation Applications) Applicant Guidance – Licensing Act 2003*' (the 'Applicant Guidance') that will assist with the submission of a correct application.

Shown below and overleaf are the various steps that must be taken to ensure a valid application is submitted. Please note that if any of the requirements are not complied with, then this Licensing Authority will not regard the application as having been properly made.

1. Declaration and application form – **Form L17**.
2. The fee (see the section titled '*Fees*' of the Applicant Guidance booklet).
3. A copy of the rules of the club. We would ask that you clearly identify the specific section(s) of the rules which in your view makes the club a 'qualifying club' in accordance with the Act.
4. Plan of the premises in accordance with the Regulations is required (see the section titled '*Plan of Premises*' of the Applicant Guidance booklet).
5. The application must be advertised. There are two very specific requirements that include displaying and publishing a Notice (see the section titled '*Advertising Applications*' of the Applicant Guidance booklet). Please also complete and return the enclosed '*Advertising Declaration*' form – **Form L30**. We also ask that you provide a copy of the Notice advertising the application that will be displayed at the premises.
6. A copy of the application, along with any documents accompanying it, must be submitted to each of the 'Responsible Authorities' specified in the Act on the same day on which the application is given to the Licensing Authority (see the section titled '*Responsible Authorities Addresses*' of the Applicant Guidance booklet for full contact details of all Responsible

Authorities). We would strongly recommend that when submitting the application to the Responsible Authorities, that it is sent using a postal service that provides for proof of delivery.

Please do not hesitate to contact us should you wish to discuss any aspect of the application prior to its formal submission.

Yours sincerely

**Licensing Team
Growth & Place**